

**Print**

**Advisory Board & Committee Interest Form - Submission #28990**

**Date Submitted: 5/31/2025**

**Last Name\***

Bennett-Wright

**First Name\***

Earnestine

**District # You Live In.\***

6

**Home Address\***

5635 Wiley Street

**City\***

Hollywood

**State\***

FL

**Zip Code\***

33023

**Home Phone**

9546627241

**Cell Phone**

**Email Address\***

earnestinebennett@yahoo.com

**Owner or Renter \***

Rent

**Number of years as city resident\***

12

**Are you registered to vote in Broward County?\***

Yes

**Education (highest degree / level)**

Associate Degree

**Occupation\***

Tax Record Specialist

**Work Phone**

**Business Name\***

Miami Dade Tax Collector Office

**Business Address**

200 NW 2nd Ave

**City**

Miami

**State**

FI

**Zip Code**

33128

**Identify the board / committee(s) to which you request appointment (Please rank in order of preference)**

**Selection (1)\***

Affordable Housing Advisory Committee



**Selection (2)\***

Hollywood Housing Authority



**Selection (3)\***

Sister Cities Advisory Committee



**Selection (4)\***

Education Advisory Committee



### **Affordable Housing Advisory Committee - Questions\***

1. One of the greatest challenges to keeping housing affordable in Hollywood is the rapid rise in property values and rental costs that outpace wage growth. Limited land availability, increased construction costs, and high demand often lead developers to focus on luxury units rather than affordable housing. Without strong incentives for affordable housing development and rent control measures, long-time residents can be priced out of their own communities.

#### **2. Affordable Housing Construction**

With experience working in public sector roles that require collaboration, compliance, and public service, I have developed strong organizational and communication skills essential in supporting affordable housing construction projects especially in navigating permits, regulations, and community outreach.

#### **3. Rental Housing Affordability**

I am most passionate about rental housing affordability. Many working families, seniors, and young adults struggle to find stable, reasonably priced housing. Ensuring access to safe and affordable rental units is crucial for economic stability and overall well-being in the community.

4. Having worked in various government roles assisting residents with essential services from vehicle registration to public safety support I've seen firsthand how housing insecurity affects individuals and families. Witnessing people on the brink of homelessness despite working full-time made me want to be part of the solution through community service and advocacy.

5. Housing diversity plays a critical role in sustaining Hollywood's economic health. By offering a mix of rental units, single-family homes, senior housing, and affordable housing options, the city can attract and retain a diverse workforce, support local businesses, and ensure that residents of all income levels can contribute to and benefit from economic growth. Inclusive housing fosters a more vibrant, resilient community.

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? • Home Purchase Education, • Housing Market Employment, • Housing Market Stability, • Affordable Housing Construction, • Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? • Ownership Housing Affordability, • Rental Housing Affordability, • Housing Market Stability, • New Housing Construction, • Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

### **African American Advisory Council - Questions\***

Please answer these five questions above. 1. What is the greatest challenge facing the African American Community in Hollywood? 2. How many hours per month can you dedicate to AAAC initiatives? 3. Which of the following disciplines are you most skilled? • Education, • Employment, • Economics, • Cultural Awareness, • Housing. 4. Which of the following disciplines are you most passionate? • Education, • Employment, • Economics, • Cultural Awareness, • Housing. 5. What (if any) life experience motivated you toward volunteerism?

### **Artwork Selection Committee - Questions\***

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. Why do you want to join the Artwork Selection Committee? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Monday each month at 5:30pm? 5. What is your one area of highest interest related to the Arts within the City of Hollywood?

### **Civil Service Board - Questions\***

Please answer these five questions above. 1. Describe your involvement with establishing, reviewing and interpreting policies and procedures? 2. Describe your involvement in employment practices including interviewing, testing, hiring, selection and promotion, demotions, transfers, etc. 3. Describe your knowledge of Civil Service and its purpose. 4. Why do you want to serve on this Civil Service Board? 5. Are you a continuous resident of and continuous registered elector in the City of Hollywood?

### **Community Development Advisory Board - Questions\***

Please answer these five questions above. 1. Do you reside in a low and moderate income (LMI) neighborhood in Hollywood per the most recent US Census data? A Hollywood LMI Map is located at [www.hollywoodfl.org](http://www.hollywoodfl.org) on the Community and Economic Development webpage. 2. What Community Development issues do you believe are the most important to Hollywood? 3. What is your definition of a healthy neighborhood? 4. What do you believe is the vision and primary work of the Community Development Advisory Board? 5. What do you believe uniquely qualifies you to serve on the Community Development Advisory Board?

### **Education Advisory Committee - Questions\***

1. Some of the key challenges facing education today include unequal access to quality resources, overcrowded classrooms, teacher shortages, and the need for more mental health support for students. Additionally, the growing divide in access to technology continues to affect students in under-resourced communities. These issues can lead to learning gaps and hinder academic success, especially in diverse and economically challenged areas.
2. My vision for education in Hollywood is one where every student, regardless of background or zip code, has access to high-quality instruction, supportive learning environments, and enrichment opportunities that prepare them for success in life not just in academics. I envision strong partnerships between schools, families, and the community to create programs that support academic achievement, mental wellness, career readiness, and civic engagement.
3. The primary work of the Education Advisory Committee is to serve as a bridge between the community and educational institutions. This includes identifying key issues affecting schools, recommending policy or program improvements to city leadership, promoting partnerships with local organizations, and supporting initiatives that enhance educational outcomes. The committee should also serve as advocates for equity and access in all educational opportunities within the city.
4. The committee should prioritize its focus based on impact, feasibility, and alignment with community needs. This can be achieved by reviewing current educational data, engaging with school leaders and parents, and identifying areas where the committee's advocacy can make the most difference. Establishing clear, measurable short-term goals can help ensure that even with limited time, meaningful progress is made.
5. The committee can measure its success by setting specific, achievable goals and tracking progress through regular reports, community feedback, and collaboration with schools. Success indicators might include

Please answer these five questions above. 1. What are the current challenges facing education? 2. What is your vision for education in Hollywood? 3. What do you see as the primary work of the Education Advisory Committee? 4. With only one meeting a month, the Committee is limited in what it can do. How does/should the Committee decide what's most important? 5. How can the Committee know if its mission and goals are being accomplished?

### **Employees' Retirement Plan - Questions\***

Please answer these five questions above. 1. Are you familiar with the State's Sunshine Laws (Chapter 119 of the Florida Statutes)? 2. Are you available to attend in person regular monthly Board meeting (typically held the 4th Tuesday of each month)? 3. What knowledge, skills and/or abilities will you bring to the Employees' Retirement Plan? 4. What do you believe are the responsibilities of a trustee on a municipal retirement plan board? 5. Are you familiar with municipal defined benefit retirement plans and/or have previous experience serving on a municipal retirement plan board?

### **Firefighters' Pension Board - Questions\***

Please answer these five questions above. 1. What knowledge, skills and abilities would you bring to the meetings? 2. What experience do you have with firefighter pensions? 3. What is your financial background? 4. How many years have you lived in Hollywood? 5. How familiar are you with local retirement systems?

### **General Obligation Bond Oversight Advisory Committee - Questions\***

Please answer these four questions above. 1. Why do you want to join the GO Bond Oversight Advisory Committee? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. 3. Which Bond interests you the most? Public Safety? Parks/Golf/Open Space or Neighborhoods & Resiliency? 4. What is your perspective on city quality of life, healthy neighborhoods, economic development & a strong tax base?

### **Hispanic Affairs Council\***

Please answer these five questions above. 1. What is the greatest challenge facing the Hispanic Community in Hollywood? 2. How many hours per month can you dedicate to HACA initiatives? 3. Which of the following disciplines are you most skilled? Education, Employment, Economics, Cultural Awareness, Housing. 4. Which of the following disciplines are you most passionate? Education, Employment, Economics, Cultural Awareness, Housing. 5. What (if any) life experience motivated you toward volunteerism?

### **Historic Preservation Board - Questions\***

Please answer these five questions above. 1. How have you prepared yourself to serve on the Historic Preservation Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. \* Personal experiences, \* Professional experiences. 3. What is your perspective on balancing growth of the City's tax base, within the Historic Districts, while maintaining neighborhood stabilization? 4. How would you balance historic architecture with modern architectural styles? 5. What do you like about the City's different Historic Districts?

### **Hollywood Centennial Celebration Committee\***

Please answer these five questions above. 1. What is your primary interest in serving on the Committee? 2. What is your financial/accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members)

### **Hollywood Housing Authority - Questions\***

1. The greatest challenge to keeping housing affordable in Hollywood is the increasing gap between wages and housing costs. As property values and rental rates continue to rise, many working individuals and families are being priced out of the market. This issue is compounded by limited affordable housing development, rising construction costs, and competition from investors. Without intentional policies to preserve and create affordable units, affordability will continue to decline.

#### **2. Affordable Housing Administration**

With my background in public service and government operations, I have experience navigating regulatory systems, assisting residents with essential services, and supporting administrative processes all of which are vital in affordable housing administration. My skills in organization, communication, and problem-solving align well with the operational needs of this field.

#### **3. Rental Housing Affordability**

I'm deeply passionate about rental housing affordability because stable housing is foundational to overall well-being. Many renters, especially seniors, single parents, and low-income workers, are facing severe cost burdens. Ensuring access to safe and affordable rental units allows people to stay in their communities, raise families, and contribute economically and socially. Throughout my career working in various roles within Miami-Dade and Broward counties, I've interacted with many residents struggling with housing insecurity. These personal interactions opened my eyes to how systemic housing challenges can destabilize lives. Witnessing these hardships inspired me to give back through volunteerism and advocate for solutions that uplift and support underserved communities.

5. Housing diversity is crucial to Hollywood's economic health. A mix of housing types such as rentals, ownership opportunities, affordable units, and multi-generational housing ensures that people from all income levels and backgrounds can live and work in the city. This diversity

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? \* Property Management, \* Affordable Housing Administration, \* Housing Market Stability, \* Affordable Housing Construction, \* Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? \* Property Management, \* Rental Housing Affordability, \* Housing Market Stability, \* New Housing Construction, \* Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

### **Marine Advisory Board - Questions\***

Please answer these five questions above. 1. What is your involvement with the City of Hollywood's Waterways? 2. What will guide your decisions on this board? 3. Are you able to dedicate 2-3 hours a month to attend the meetings? Attendance is paramount to this Board being able to get things done. 4. Are you currently or have you been a boater, marine industry professional or involved in any other marine related industry? 5. What is your vision for the city of Hollywood's Waterway system?

### **Parks, Recreation & Cultural Arts Advisory Board - Questions\***

Please answer these six questions above. 1. How many events have you attended in the past year at any of the parks and athletics facilities in the City? 2. How many City-sponsored special events have you attended for the past year? 3. Are you available to attend regular Board meetings? Regular meetings are on the 1st Thursday of the month for 8 months per calendar year. 4. What is your one area of highest interest related to the parks, recreation and cultural arts for the City? 5. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 6. How does parks, recreation and cultural arts contribute to quality of life?

### **Planning & Development Board - Questions\***

Please answer these five questions above. 1. How have you prepared yourself to serve on the Planning and Development Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. \* Personal experiences, \* Professional experiences. 3. What is your perspective on balancing growth of the City's tax base while maintaining neighborhood stabilization? 4. What recent developments within the City are most proud of? 5. What is a Comprehensive Plan?

### **Police Officer's Pension Board - Questions\***

Please answer these five questions above. 1. What is a fiduciary? And what is your responsibility to the police pension plan as a fiduciary? 2. What is the Sunshine Law? 3. What is Asset Allocation & Diversification? 4. Explain the history of Chapter 99-1 and Chapter 185? 5. Define the role of the Actuary and the Auditor?

### **Sister Cities Advisory Committee - Questions\***

1. I primarily speak English. While I am not fluent in another language, I have experience assisting individuals with diverse language backgrounds and am always open to learning and engaging across cultures.

2. Yes, I have experience supporting public-facing roles that involve engaging with diverse communities. While I have not participated in formal cultural exchange programs, I have worked with people from many cultural backgrounds in my roles within Miami-Dade and Broward counties. I've also supported internal outreach and awareness efforts in the workplace, which often involve aspects of fundraising, event coordination, and community engagement.

3.c. Community Development and d. Youth and Education

I'm especially passionate about community development because it builds lasting connections and creates opportunities for residents to thrive. I also care deeply about youth and education-investing in young people and providing them with exposure to global perspectives is key to building inclusive, forward-thinking communities.

4-Working in various service-oriented roles has shown me the impact of community support. I've met people facing challenges related to housing, education, and access to resources. These experiences have motivated me to be more involved in shaping solutions and giving back-especially in ways that create equity and opportunity.

5-I'm interested in serving on the Sister Cities Advisory Committee because I believe in the power of cultural exchange, mutual understanding, and shared growth. Hollywood is a diverse city with global ties, and I want to help strengthen those connections. I also see this as a meaningful way to contribute to initiatives that promote cultural awareness, education, and collaborative development both locally and internationally.

1. Do you speak more than one language? If so, what languages do you speak? 2. Do you have experience in travel, cultural exchange, and/or fund-raising? Please describe. 3. Which Sister City focus areas are you most passionate about: a. Art and Culture; b. Business and Trade; c. Community Development; d. Youth and Education. 4. What (if any) life experience motivated you toward volunteerism? 5. Please describe why you are interested in serving on the Sister Cities Advisory Committee.

---

### **Sustainability Advisory Committee - Questions\***

Please answer these five questions above. 1. Why do you want to join the committee? 2. Have you attended any committee meetings? If so, how many? 3. What knowledge, skills, and abilities would you bring to the committee if appointed? 4. What other organizations, clubs, or associations are you involved in? 5. Are you available to attend regular committee and subcommittee meetings? Regular meetings are held monthly with subcommittee meetings held as needed. 6. What types of projects would you like to see the committee work on?

**Are you interested in serving on more than one board/committee?\***

Yes

**If so, how many?\***

2

**Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?\***

None

**Are you currently on a County or City Board?\***

No

**If yes, please describe**

**If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.\***

With over 25 years of public service experience in Miami-Dade and Broward Counties, I have a strong understanding of government operations and community engagement. In my current role as a Tax Record Specialist, I assist residents with complex issues, dem

**Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.\***

I have over 25 years of professional experience in public service, with a strong background in administrative support, customer service, and government operations. My current role as a Tax Record Specialist involves assisting the public with complex issue

**Are you presently employed by the City of Hollywood?\***

No

**If so, in what capacity?\***

None

**Attach Resume (only .doc and .pdf files)\***

Mrs.\_E.\_B.Wright.docx

# EARNESTINE BENNETT-WRIGHT

5635 WILEY STREET, HOLLYWOOD FL • (954) 662-7241 • [earnestinebennett@yahoo.com](mailto:earnestinebennett@yahoo.com)

## Administration and Customer Service Professional

### OVERVIEW

Dedicated, highly motivated Business and Service Industry Professional seeking a growth-oriented position with a progressive organization where opportunities for growth and advancement are based on outstanding performance. Flexible, responsive, and customer focused individual with diverse experience and proven track record of achievement with expertise in:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Office Administration    | <input type="checkbox"/> Providing Total Quality Service      | <input type="checkbox"/> Correspondence/Reports |
| <input type="checkbox"/> Audits and Compliance            | <input type="checkbox"/> Human Resource Support Functions     | <input type="checkbox"/> Special Projects       |
| <input type="checkbox"/> Maintaining Confidential Records | <input type="checkbox"/> Client Relationship Management (CRM) | <input type="checkbox"/> Problem Solving        |

Ambitious team-oriented, resourceful individual capable of taking on new challenges and consistently increasing service standards, quality and client satisfaction. A self-starter who is energetic, dependable and performs effectively under stressful conditions. A quick learner is always ready to accept increased responsibility. Goal-oriented and success-driven with a strong commitment to excellence.

### PROFILE

- **Outstanding communication and interpersonal skills** resulting in productive working relationships and strong rapport with individuals at all levels, from diverse, multicultural backgrounds. Discreet in handling highly confidential and sensitive material.
- **Computer skills include** Microsoft Word, Excel, Edge, Outlook, PeopleSoft, Internet Explorer, Citrix Complaint System, Utilities Customer Care and Billing, PETS, Kofax, GovQA, STARLIMS, TERM, SAP and File Maker, Smart Sheet, Web Ex, FRVIS, Great Plain, KRONOS.
- **Recognized by superiors as a responsible, reliable, and resourceful employee.** Strong work ethic and high degree of integrity. Professional image and attitude and contribute to a team environment.

### PROFESSIONAL EXPERIENCE

#### **Miami Dade County (Miami, FL) (November 2024-Present)**

##### **Miami Dade Tax Collector Office**

###### ■ **Tax Record Specialist**

Processes vehicle registrations and titles while assisting the public with motor vehicle-related inquiries and documentation.

- Assist inquiries public seeking assistance in the issuance, re-issuance, transfer, recording, and correction of assorted Titles, Registration, Duplicate Decals, Liens, Tags, Delinquent Taxes, and Permits.
- Type numerous standardized forms, form letters, and routine correspondence based on the informational requirements associated with the particular transaction requested.
- Balances receipts to register totals; operates computer terminals for invalidation of transactions.
- Collect taxes in various forms cash, checks, credit cards and ensure accurate recording of payments.
- Receive, open reviewed incoming and outgoing mail forward to proper department.
- Update records for property ownership changes, exemptions and improvements ensuring up-to-date tax records.
- Perform maintenance inquiries on customer's account.

#### **Broward County School (August 2024- November 2024) Sunrise, FL**

##### **Budget Support Center**

###### ■ **Budget Support Specialist**

Advised, assisted and provided leadership to bookkeepers, budget keepers, invoice processors, cashiers and other personnel involved with financial recordkeeping and/or payroll maintenance.

- Assisted in the establishment budgets, procedures and interpreted budgetary data for administrators and supervisors.
- Prepared periodic reports for administrators and curriculum.
- Reconciled monthly total, processed weekly remittances and ensured compliance with grant fund requirements.
- Reconciliation monthly totals and performed weekly Remittance to accounts weekly.
- Reviewed and maintained accurate financial documentation supporting internal audits and accountability.
- Managed office inventory and supplies coordinated repair/service requests and assisted with inventories.
- Communicated with internal departments, government agencies and vendors to exchange essential information.

**Broward County School (Sunrise, FL) (October 2022-August 2024)**  
**Broward County School Police Department (Special Investigative Unit)**

■ **Administrative Support Assistant IV**

Provided advanced administrative support, including records management, scheduling, and correspondence, to senior staff and departmental operations.

- Maintained and updated various databases and Excel spreadsheets to support reporting, scheduling, and record-keeping.
- Assisted with recruitment and onboarding processes for School Board Detectives and Armed Safe School Guardians.
- Supervised subordinate personnel, including Safe School Guardians, and ensured compliance with performance standards.
- Monitored the submission of performance evaluations and maintained up-to-date employee files.
- Scheduled training sessions and informed employees of upcoming mandatory training requirements.
- Processed daily KRONOS payroll entries, made necessary corrections, and ensured timely submission.
- Managed incoming and outgoing mail by reviewing, sorting, and forwarding items to appropriate departments.
- Supported front office operations by managing clerical tasks such as responding to Emails, Public Record Request, Data Entry, filing, phone coverage, copying, and radio communication.
- Maintained a detailed and confidential filing system containing employee personal and professional records.
- Managed FMLA and Board-approved leave processing, assisted with retirement inquiries, and provided insurance claim information for MetLife and Aflac.

**Miami Dade County (Miami, FL) (July 2018-October 2022)**  
**Miami Dade Police Department**

■ **Imaging Records Technician**

Processed, scanned, and maintained official documents and records using a digital imaging system to ensure accurate storage, quick retrieval, and compliance with Public Records Request regulations.

- Maintained inventory and control records. typed correspondence, reports, charts and labels.
- Filed, retrieved and organized case materials; packed boxes for shipment and ordered supplies as needed.
- Entered property evidence receipts, logged messages, faxed documents and answered multi-line phones.
- Redacted and processed State Attorney and Public Records requests in compliance with legal timelines.
- Assigned ID numbers for indexing and tracking files, traced missing files and authorized materials movement.
- Removed outdated materials by legal/file maintenance guidelines and forwarded record requests to Central Records Bureau.
- Handled and route incoming/outgoing mail to appropriate departments and fulfilled file retrieval requests.

**Miami Dade County (Miami, FL) (June 2007-July 2018)**  
**Government Information Center (GIC)**

■ **311 Call Center Specialist**

Provided information and assistance to the public by responding to service requests about the County Municipality, State and Federal Government services.

- Received telephone calls from the public requesting information about the county municipality, state and federal government services Auto Tag, Water and Sewer, Miami Dade Transit and Auto Tag and Taxes etc.
- Determined the needs of callers by triaging the details and the exact nature of the call and recommend a viable solution.
- Provided information in response to complaints or request for information from callers regarding vast majority of County departments and departmental services to resolve citizen complaints.
- Count, verify, and reconcile collected funds against system reports and deposit logs.
- Investigated reports of buses not showing up to pick up commuters and begin the resolution process.
- Expedited calls that required urgent attention for immediate resolution.
- Maintained accurate financial records and logs related to Miami Dade Water and Sewer Department transactions.
- Generated email correspondence related to services requested.



**Miami Dade County (November 2006-June 2007) Miami, FL**  
**Miami Dade Water and Sewer Department (WASD)**

■ **Water and Sewer Customer Service Representative 2**

Assisted with all aspects of billing/collections, payment processing, cashiering operations and customer service. Interacted with clients via telephone and direct interface.

- Processed cash, checks, lien payments, and balanced large-volume receipts to register totals.
- Posted receipt totals to general ledger accounts and prepared daily bank deposits and financial reports.
- Investigated and resolved customer inquiries and complaints related to water service and billing.
- Operated check validators, 10-key calculators, cash registers, and other standard office equipment.
- Provided accurate referrals and directions to county and non-county government and community resources.
- Pulled monthly statements, handled service applications, and responded to requests for final bills, leaks, and refunds.
- Recognized for attention to detail, accuracy, and strong work ethic in handling sensitive financial transactions.

**Publix Federal Credit Union - Pembroke Pines, FL**  
**(May-1995 –November 2006)**

■ **Teller/Senior Head Teller**

Supervised teller operations for a branch daily. Duties included customer transactions, monitoring cash and security of the customer service representative area, reconciliation of cash drawers, and branch settlement. Interviewed, trained, and managed subordinate cashiers.

- Audited cash drawers and researched teller balance discrepancies.
- Completed maintenance on accounts including ATM/Debit card ordering, disputes, fraud, payroll or direct deposit issues.
- Researched and responded to customer complaints/inquiries providing outstanding service to members.
- Cross-sold services and products to members and met monthly sales goals for deposits, new accounts, and loans closed.
- Maintained payroll attendance records of subordinate employees. Reviewed, audited, and submitted payroll for processing.
- Consistently meet monthly marketing quotas for loans and new accounts.
- Maintained the ATMs, balanced and set up cash drawers and upkept the vault.
- Oversee banking operations, mainly focused on the performance of the tellers.
- Responsible for safe deposit box payments and security access to the depository.
- Welcomed customers and processed transactions efficiently and accurately including checks, deposits, withdrawals, money orders, bonds and credit card advances.

**EDUCATION**

Associate of Arts Degree in Public Administration  
Miami Dade College, Miami FL